

APPLICATION PROCEDURES

In reply to your request for licensure information, we are enclosing an application for licensure to operate as a non-resident Commercial Driver License Training school with the Commonwealth of Kentucky, which is a school located outside the Commonwealth but doing business in Kentucky. The requirements for licensure are defined in the laws and regulations (copy enclosed) and should be studied very carefully.

Please attach the application fee of \$200 and licensure fee of \$900 by check or money order made payable to the **Kentucky State Treasurer**. Also, attach the Student Protection Fund payment of \$900 by check or money order made payable to the **Kentucky State Treasurer**, in accordance with KRS 165A.450. **DO NOT SEND CASH. These fees must be submitted separately.**

The 2005 board meeting schedule and application deadlines are listed below.

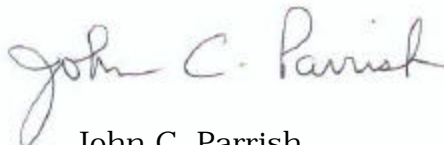
Board Meeting Date	Application Deadline
February 11, 2005	December 31, 2004
March 18, 2005	February 4, 2005
May 20, 2005	April 8, 2005
July 22, 2005	June 10, 2005
August 26, 2005	July 15, 2005
September 23, 2005	August 12, 2005
December 9, 2005	October 28, 2005

All documentation must be received at the address above on or before the application deadline to be placed on the board meeting agenda. The board committee meetings begin at 9:00 a.m. and the board meeting is scheduled to begin at 11:00 a.m. A representative of the school should be present to answer any questions the committee may have. A map is enclosed. The street address is: **911 Leawood Drive, Frankfort, 40601.**

Kentucky state law mandates that all licenses will expire on June 30 each year. Renewal applications must be filed with the Board by May 15 (or closest business day thereto).

If you have any questions regarding this information, please feel free to Gena Vance, Board Administrator (502) 564-3296, Ext. 227 or e-mail Gena.Vance@ky.gov.

Sincerely,



John C. Parrish
Executive Director

Enclosure